



Compensation Data Collection for the 2007-09 Biennial Budget Process

1.1 Need for Compensation Data for Collective Bargaining and Budget Processes

Background The Washington State Legislature passed the Personnel System Reform Act in 2002. As a result, the scope of collective bargaining within state government has been greatly expanded. The Governor's Office, supported by the Labor Relations Office (LRO), will negotiate collective bargaining agreements for state agencies (including a portion of higher education).

The nature of collective bargaining requires Office of Financial Management (OFM) to have salary data at the employee level. It is difficult to anticipate which elements may eventually be bargained, so OFM needs to be prepared for proposals that may group employees by bargaining unit, classification, range and step, years of service, and so on. Additionally, OFM assumes the Governor may want to consider various options for non-represented state employees.

Click [here](#) for more information about Washington State's civil service reform efforts.

Purpose The purpose is for OFM to collect detail data at the same level for all state employees in order to calculate and budget compensation changes for them.

1.2 What is the role of the Office of Financial Management?

Objective OFM's objective is to facilitate the collection and use of data needed for budgeting and to support the collective bargaining process.

The collective bargaining scope outlined above presents the need for the Labor Relations Office to collect employee compensation data. The data will be used to calculate and budget potential employee compensation changes resulting from salary negotiations, as well as to budget compensation changes for non-represented employees.

Data security OFM will observe strict security procedures in the collection and use of employee data. Social Security Numbers will not be loaded from SPS into OFM's Compensation Impact Model, and very few OFM staff will have access to this data. The output used in meetings and the budget system will be rolled up to at least the agency, program, bargaining unit, or classification level, and will not contain any individual employee identifiers.

1.3 What is the role of agencies?

Objective Agencies will update and validate employee compensation data for submittal to OFM no later than January 30, 2006. Agencies should release to OFM the version of SPS data that reflects their maintenance level salary base for 2007-09. The salary reflected in SPS in January 2006 will reflect the correct salary base in regards to COLA adjustments. Upon submit to OFM, SPS will “age” the salary data for any increments that positions are targeted to receive prior to July 1, 2007. This means that the salaries on the positions submitted should include the first year COLA only, any classification*/compensation changes known to be effective prior to July 1, 2007, but not include increment adjustments for those positions that will be receiving increments in that time. Salaries will not be adjusted for the 1.6% increase in FY 2007 since it is effective until June 30, 2007.

Using the Salary Projection System, agencies will load data from the Department of Personnel’s Personnel Data Warehouse through the HR Data Load function, make corrections to funding sources and percentages, add vacancies if needed (filling in all required fields, including the new Bargaining Unit code), and flag positions requiring backfill (primarily agencies with 24-hour institutions). The Schools for the Blind and Deaf will also need to flag those positions eligible for the Initiative 732 salary increases. The Salary Project System Tutorial should provide adequate instruction for completing these tasks as well as highlight some SPS tools that may aid making the needed updates more easily. The tutorial can be found online at:

- <http://systems.ofm.wa.gov/basspr/library/SPSAllot.pdf> in inside the state firewall
- <https://fortress.wa.gov/ofm/systems/basspr/library/SPSAllot.pdf> if accessing via the Fortress

Salary Projection System (SPS) Training is also available. Visit our training website at <http://www.ofm.wa.gov/training.htm> for class schedule and registration.

It is vital that agencies verify the accuracy of the bargaining unit codes that are currently in the DOP HRISD system. Agencies should continue to update bargaining unit or any other information in HRISD to ensure that OFM’s extract is as accurate as possible.

Once the data is updated and validated by agencies, it will be used by OFM’s LRO when salary negotiations commence.

*One change that may be needed to compensation data that is downloaded before January 1, 2006 is the reclassification that takes effect for some job classes at the beginning of January. Agencies may use the bulk update function of SPS to make these changes if they have job classes affected by this change. If you are not sure, you can consult with your agency’s Human Resources staff, or paste the DOP link below for a list of the job classes affected by the January 1, 2006 reclassification. (Once you arrive at the DOP page, click on the Groups 2 and 3 link to see the list of

affected job classes.)

<http://www.dop.wa.gov/HRProfessionals/Classification/Occupational+Category+Staging.htm>

Note: Data updates made via the Salary Projection System Interface cannot be loaded back to the DOP system. They are intended solely for the use of OFM's Budget Division and Labor Relations Office.

- Timeline** Agencies will have access to their data and the ability to update it via the CIM Agency Interface in two phases:
- Phase I (Now through late January 2006, agencies will use the SPS to update and validate their data.
 - Phase II (In May 2006): Agencies will use SPS to update and validate their data to better match their 2007-09 Maintenance Level.

How to get additional help

If you have additional questions or need further assistance with the Salary Projection System, please contact the BASS Help Desk at:

- Assistance with SPS: BASS Helpline: (360) 725-5278
- If you have questions about the compensation data and the use in the 2007-09 budget and collective bargaining processes contact Pam Davidson in Budget Division at (360) 902-0550 or Karen Durant in the Labor Relations Office at (360) 725-5153.